

Massachusetts School Building Authority

Job Description

Job Title: Project Manager 2
Department: Capital Planning – Project Team
Reports To: Deputy Director of Project Management / Design Director
FLSA/Grade: Exempt / 11
Salary: \$82,949 - \$91,244

The Massachusetts School Building Authority ("MSBA") is a quasi-independent government authority created to reform the process of funding capital improvement projects in the Commonwealth's public K-12 schools. The MSBA strives to work with local communities to create affordable, educationally appropriate, sustainable, and energy efficient schools across Massachusetts and is seeking qualified individuals interested in joining our team of professionals in the continued efforts of the MSBA's mission.

Job Summary

The Project Manager 2 within the MSBA's Project Team will work with a team to conduct independent technical review of design and construction documents, work directly with the district and its consultants, oversee all aspects of projects to ensure it aligns with MSBA guidelines, policies and practices, create and maintain comprehensive project documentation and will manage the feasibility and design activities of assigned projects through the MSBA's grant program. The Project Manager 2 will also ensure conformance with MSBA's policies, agreements, and practices in generating grant recommendations for projects seeking approval by the MSBA's Board of Directors.

REQUIRED QUALIFICATIONS

- Bachelor's degree in one of the following: architecture, engineering, project management, construction, or a field related to building planning and design.
- Four-to-seven years of experience associated with building design, construction, project management, or other applicable disciplines.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Perform technical review of feasibility studies, design/construction submittals, cost estimates, and related documents for assigned projects as they proceed through preliminary and schematic design phases of the grant program and document observations with minimal supervision to ensure compliance with MSBA guidelines, policies and practices.
- Provide technical review of plans, specifications, cost estimates, and related documents prepared by professional consultants to verify compliance with program criteria and procurement regulations and statutes with minimal supervision.
- Prepare written technical review comments, letters, and/or e-mails to school districts, local officials, and consultants in accordance with MSBA policies and practices with minimal supervision.
- Lead project meetings with local officials, consultants, community members, and MSBA staff in collaboration with the assigned MSBA Project Coordinators.
- Ensure consultant contract compliance during preliminary and schematic design phases in accordance with MSBA policies, procedures, and regulatory requirements.

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- Review monthly reports for assigned projects, prepare regular updates and monitor changes associated with scope, schedule, and budget.
- Prepare and present status of assigned projects including associated conformance with MSBA policies, agreements, scope, schedule, and estimated costs.
- Populate project-specific data for all assigned projects into MSBA's project management database as part of the regular monitoring of projects.
- Review school district requests for payment for assigned projects.
- Assist in the analysis and compilation of project documentation to support potential grant recommendations.
- Analyze and recommend eligibility of project costs associated with school construction project grants.
- Assist in specific initiatives to review and enhance MSBA processes and practices in support of the overall needs of the Capital Planning department.

OTHER DUTIES AND RESPONSIBILITIES

- Participate in the preparation and coordination of documents and/or presentation materials required for MSBA Board of Directors meetings and associated subcommittee meetings.
- Assist in the creation and delivery of MSBA training and public outreach presentations and/or publications.
- Participate in the MSBA's Owner Project Management Review Panel, Designer Selection Panel, or various task forces.
- Periodically visit school buildings and prepare written summary of observations.
- Manage and coordinate task assignments associated with assigned projects to junior staff and provide technical oversight and guidance.
- Support the efforts associated with the recruitment and hiring of internal personnel.
- Potential to perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience associated with public construction and/or educational facilities, knowledge of Massachusetts public procurement and bidding laws, and/or previous experience working with federal, state, county, or local government is preferred.
- Thorough understanding of the building design process from conceptual phases through construction documents and bidding.
- Strong verbal and written communication skills and ability to work effectively both independently and collaboratively as part of a team.
- Proficiency with Microsoft Office 365 software applications, including Excel, Word, PowerPoint, Outlook, and SharePoint.
- Ability to effectively manage multiple tasks including gathering, analyzing, and presenting complex technical information in a clear, concise, and comprehensible manner.

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This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.